



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

PROJECT MANAGER

PN# 113254

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker*

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides general supervision and coordination in preparing sanitary sewer rehabilitation work orders. Oversees the analysis of sanitary sewer overflow data and maintains the Excursion Tracking Software. Reviews preliminary plans and evaluates future plans for construction. Reviews contractor submittals. Resolves construction problems and visits various job sites. Attends pre-bid, pre-construction and other meetings. Prepares and reviews various reports and records. Provides management of multiple contracts of various sizes.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces. There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

This is a Department of Public Works and Engineering Emergency Management Essential position at the Tier 11 Level.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of experience in construction, construction inspection, design, geotechnical, environmental or closely related fields are required. Directly related professional experience may be substituted for education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preferences will be given to individuals with experience managing multiple construction and or design projects. Applicants who are familiar with sanitary sewer rehabilitation methods, ETS software, and knowledge of Arc View GIS, GIMS and IMS will be preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24

\$1,760 - \$2,079 Biweekly \$45,760 - \$54,054 Annually

18 **OPENING DATE** September 20, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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